

ARMY NATIONAL GUARD
MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
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ANNOUNCEMENT NUMBER: T-03-1037

CLOSING DATE: 17 June 2003

<u>POSITION TITLE, SERIES, AND GRADES</u>	<u>SALARY RANGE</u>
Program Assistant GS-0344-07	\$31,830 - \$41,380 per year
Program Assistant GS-0344-06	\$28,644 - \$37,237 per year
Program Assistant GS-0344-05	\$25,697 - \$33,402 per year
Program Assistant GS-0344-04	\$22,968 - \$29,854 per year

INDEFINITE APPOINTMENT

TEMPORARY PROMOTION TO PRESENTLY EMPLOYED.

SEE POSITION POTENTIAL BELOW.

For a complete listing of current vacancy announcements, please visit our website:
<https://www.nm.ngb.army.mil>

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AREA OF CONSIDERATION: All members of the New Mexico Army National Guard.

APPOINTMENT FACTORS: Excepted Federal Service –**Warrant Officer or Enlisted.**

POSITION LOCATION: Mobilization Readiness Branch, Plans, Operations, and Training Office,
New Mexico Army National Guard, Santa Fe, New Mexico.

OPENING DATE: 16 May 2003.

DATE VACANCY EXISTS: Currently exists.

POSITION NUMBERS: 70104000, 70104000A, 70104000B, 70104000C.

POSITION POTENTIAL: The top grade of this position is GS-07. This position is also being advertised at the GS-06, GS-05, and GS-04 levels to provide additional competition. Upon meeting all legal and regulatory requirements, and upon recommendation of the supervisor, an individual selected at the GS-06, GS-05 or GS-04 level may be promoted to the target grade of GS-07 without further competition. Individual selected will be placed on an **INDEFINITE APPOINTMENT**. An individual serving on an indefinite appointment does not acquire permanent status and does not serve a trial period. An individual serving on an indefinite appointment may be promoted, changed to lower grade, or reassigned to other positions with indefinite status. Management may make the indefinite appointment permanent with no additional competition. Management may also cancel the indefinite appointment at any time. A permanent technician selected for this position will be given a temporary promotion or appropriate nature of action. Applicants should be aware that the temporary promotion may be terminated at any time at the discretion of management. If management terminates the temporary promotion, the individual selected will be returned to the technician position and salary held prior to the temporary promotion. Management may extend the temporary promotion. Management may make this temporary promotion permanent with no additional competition. There is no guarantee that this temporary promotion will be made permanent.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to a warrant officer or enlisted position in the New Mexico Army National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico.

RE-PROMOTION STATEMENT: New Mexico Army National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

LOWEST GRADE ACCEPTED: Applicants must indicate on their application the lowest pay or grade that will be accepted.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Thursday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX.

EVALUATION METHOD: All applications will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the ten best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representatives who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Military Occupational Code of: Warrant Officer: 350B or 420A; Enlisted: MOS immaterial. Primary assistant for resources, readiness, force structure & mob programs.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

GENERAL EXPERIENCE: Administrative or clerical experience such as: applying guidelines, rules and regulations to assignments, composing correspondence, searching for and compiling information and data, and records administration. For those positions which require incidental typing, candidate's application must show evidence of typing ability.

SPECIALIZED EXPERIENCE:

GS-07: Must have twelve months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the Status of Resources and Training Systems (SORTS), Readiness, Force Structure, WARTRACE and Mobilization Programs to analyze data pertaining to unit mobilization and readiness; monitor the readiness posture of the force; and provide advice on mobilization and readiness reporting matters.
2. Knowledge of automated systems sufficient to operate, input and retrieve data from the WWMCCS/GCCS and DARMS systems.

3. Ability to property utilize the PC-ASORTS software.
4. Ability to input and extract USR readiness data.
5. Knowledge of the purposes, methods, and techniques of program analysis and the structure, functions and mission of the Plans, Operations, and Training function to analyze readiness and mobilization reports; coordinate with personnel, training, logistics and other staff offices to identify inhibitors to readiness and mobilization requirements; and recommend enhancements to readiness and mobilization posture.

GS-06: Must have nine months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of the Status of Resources and Training Systems (SORTS), Readiness, Force Structure, WARTRACE and Mobilization Programs to analyze data pertaining to unit mobilization and readiness; monitor the readiness posture of the force; and provide advice on mobilization and readiness reporting matters.
2. Knowledge of automated systems sufficient to operate, input and retrieve data from the WWMCCS/GCCS and DARMS systems.
3. Ability to property utilize the PC-ASORTS software.
4. Ability to input and extract USR readiness data.
5. Knowledge of the purposes, methods, and techniques of program analysis and the structure, functions and mission of the Plans, Operations, and Training function to analyze readiness and mobilization reports; coordinate with personnel, training, logistics and other staff offices to identify inhibitors to readiness and mobilization requirements; and recommend enhancements to readiness and mobilization posture.

GS-05: Must have six months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of mobilization readiness, equipment readiness, personnel, training, or supply.
2. Skill in computer operations.
3. Knowledge of clerical and administrative procedures, rules and office practice.

GS-04: Must have three months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of clerical and administrative procedures, rules, and office practices.
2. Ability to read, interpret, and analyze data.
3. Ability to communicate verbally and in writing.

EDUCATION SUBSTITUTION: Military education, related to the position, may be substituted for specialized experience on a day-for-day basis for qualification at the GS-06, GS-05 and GS-04 levels. Certificates/diplomas must be submitted with application for award of credit. Civilian education, above the high school level, may be substituted for specialized experience on a case-by-case basis.

Transcripts or equivalent must be submitted for award of credit.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: Monitors and provides technical guidance and assistance to subordinate headquarters and units in the implementation and maintenance of the state ARNG SORTS program. Provides centralized readiness program analysis pertaining to unit mobilization capability. Performs continuous independent review and refinement of SORTS database. Coordinates personnel, training, logistics, and other staff officers on mobilization and readiness reporting matters. Collects, reviews, expedites readiness related documents. Performs assistance and support to mobilization, readiness and force integration. Performs complex retrievals on World-Wide Military Command and Control System/Global Command and Control System using a query language.